



CONSTRUCTION PLAN SUBMITTAL & PROCESSING

for
Residential & Commercial Development Projects

March 2010

The City of Flagstaff (COF) requires that construction plans and other associated documents relating to new infrastructure for private land development projects be reviewed and approved prior to construction. This includes improvements for residential and commercial subdivisions as well as those for commercial sites. This handout is intended to provide guidance to applicants and consultants so that a clear understanding of the City of Flagstaff construction plan submittal and review process can be gained.

Acceptance and Processing of Submittal

A construction plan submittal may be made to City Community Development after:

- 1) preliminary plat approval by the City Development Review Board (DRB) for a residential or commercial subdivision
- 2) site plan approval by the DRB for a commercial site

For a subdivision, the construction plan submittal process is independent of and typically followed by submittal and processing of the final subdivision plat or the minor land division map. Additionally for a subdivision, submittals to City Community Development are required prior to commencement of construction for:

- 1) assurance of performance
- 2) public improvements construction permits
- 3) grading permit
- 4) sign permit

For a commercial site, additional submittals required prior to construction include:

- 1) assurance of performance
- 2) public improvements construction permits
- 3) grading permit
- 4) building permit
- 5) sign permit

Staff review and processing of the construction plan submittal is coordinated by the COF Engineering Project Manager assigned to the project. Upon receipt of a construction plan submittal, City staff will review the submittal for completeness and will notify the applicant of any deficiencies within 72 hours after receipt. **The construction plan submittal review period will not commence until the submittal is accepted as complete.** The review period is 30 calendar days for submittals with construction plan sets of 30 sheets or less and 60 calendar days for submittals with plan sets that exceed 30 sheets. Second and subsequent submittals will have a review period of 15 calendar days. An expedited review process that allows the COF to review and process a developer's submittal within a faster time schedule than usual is offered to a developer if that developer includes affordable housing units within the development. Once the submittal is determined to be complete, the Engineering Project Manager will distribute the submittal documents to appropriate City departments for review including Planning, Stormwater, Building, Transportation, Survey, Engineering Inspection, Utilities, Public Works, Fire, etc. Review comments on the submittal documents provided by each reviewer will be assembled by the Engineering Project Manager. Upon availability of the review comments, City staff will notify the applicant as well as the applicant's prime design consultant.

Following COF approval of all construction plan submittal documents, the Engineering Project Manager will notify the applicant's consultant and request mylar drawings for City signatures. The mylars shall have franchise utility signatures prior to submittal to the City. One complete set of mylar plans plus one additional mylar cover sheet shall be submitted. The City retains the complete set while the additional cover sheet is returned to the consultant to print the required plan set. Signature of the final mylar plans by the COF constitutes the completion of processing of the construction plan submittal.

References

The following documents adopted by the City of Flagstaff may be of use to the applicant and design professional during preparation of the required submittal documents. The COF prepared documents can be found at the City's website (under each appropriate department) at www.flagstaff.az.gov.

- o COF Land Development Code, including Amendments through January 20, 2009 (abbreviated as **LDC**)
- o COF Engineering Design and Construction Standards & Specifications for New Infrastructure, including 2009 Amendments (abbreviated as **ES**)
- o Maricopa Association of Governments - Uniform Standards for Public Works Construction, including revisions through 2009 (abbreviated as **MAG**)
- o COF Stormwater Management Design Manual, amended March 2009 (abbreviated as **SMDM**)
- o COF Low Impact Development Guidance Manual for Site Design and Implementation, January 2009
- o COF Ordinance 1925, adopted December 3, 1996
- o International Building Code, 2006 Edition and Amendments (abbreviated as **IBC**)
- o COF Incentive Policy for Affordable Housing, adopted 2009 (abbreviated as **IPAH**)

Required Submittal Documents

The following documents shall be included in a construction plan submittal. Failure to include all required documents will delay the initiation of the plan review process. Construction plan submittal documents shall be sealed by a licensed design professional in accordance with Arizona Revised Statutes Title 32, Chapter 10 and Arizona Administrative Code Title 4, Chapter 30.

1. Construction Plans for Improvements - 7 copies (4 copies for subsequent submittals)

Construction plans representing the detailed design of public and private improvements are required. Construction plan content and format shall conform to *ES Chapter 6* and *SMDM Chapter 2*. Construction plans shall incorporate all COF requirements provided during the DRB application process.

For residential & commercial subdivisions, construction plans shall include the following:

- ✓ cover
- ✓ general notes
- ✓ master utility plan
- ✓ domestic water system
- ✓ sanitary sewer collection system
- ✓ storm sewer system
- ✓ stormwater detention facilities
- ✓ irrigation system for public landscaping
- ✓ streets, including striping and signage
- ✓ street lighting
- ✓ traffic signal (if applicable)
- ✓ site grading
- ✓ retaining walls (if applicable)
- ✓ FUTS trail (if applicable)
- ✓ stormwater pollution prevention plan (SWPPP)
- ✓ details

For commercial sites, plans shall include the following:

- ✓ cover
- ✓ general notes
- ✓ parking lot, including striping, ADA requirements, dumpster
- ✓ off-site street improvements
- ✓ domestic water system
- ✓ sanitary sewer collection system
- ✓ storm sewer system
- ✓ stormwater detention facilities
- ✓ site grading
- ✓ retaining walls (if applicable)
- ✓ FUTS trail (if applicable)
- ✓ stormwater pollution prevention plan (SWPPP)
- ✓ details

2. Engineer's Design Report – 2 copies

The Engineer's Design Report shall be prepared in accordance with *ES Chapter 5*. The Geotechnical Report also required for submittal may be included in this report.

3. Geotechnical Report – 2 copies

The Geotechnical Soils Report shall be prepared in accordance with *ES 5-01-020, 10-09-010 and 23-01-010/10-09-010* as well as *IBC Chapter 18 and Appendix J*. The report shall address the listed site issues if they are applicable to the project site. In addition, the report shall address retaining wall design and construction recommendations if the project includes retaining walls.

4. Final Drainage Report – 2 copies

The Final Drainage Report shall be prepared in accordance with *SMDM Chapter 2*. The Final Drainage Report shall incorporate all COF requirements provided during the DRB application process.

5. Final Landscape Plan – 1 copy

The Final Landscape Plan incorporating required public and/or private landscaping shall be prepared in accordance with *ES Chapter 19* and *LDC Chapter 10-06*. The Final Landscape Plan shall incorporate all COF requirements provided during the DRB application process.

6. Final Resource Protection Plan – 1 copy

The Final Resource Protection plan shall be prepared in accordance with *ES Chapter 18-06* and *LDC Chapters 10-04 and 10-06-005*. The Final Resource Protection Plan shall incorporate all COF requirements provided during the DRB application process.

7. Retaining Wall Design Calculations (if applicable) – 2 copies

In addition to detailed construction plans, projects with retaining walls require submittal of structural calculations certified by a licensed design professional.

8. Submittal Review Fee Deposit

The COF requires non-refundable review and permit fees with a construction plan submittal. A fee deposit of \$250 per plan sheet (for plan sets with 10 or more sheets) or a flat fee of \$500 (if less than 10 sheets) is required with the submittal. Total fees will be calculated by the Engineering Project Manager during review of the first submittal and the remaining balance will be due and payable at the time of issuance of the review comments for the first submittal. City staff will contact the applicant giving the balance due when review comments are available. The COF may waive or reimburse review and permit fees for developers in exchange for the construction of a certain number of affordable housing units as part of a proposed development.

Related Approvals

Projects may require the following approvals by agencies other than the COF. Applicants are advised to allow adequate time for these review and permitting processes.

Projects that involve public water or sewer improvements or certain private sewer systems require submittals and permits from the Arizona Department of Environmental Quality (ADEQ). Appropriate permits from ADEQ must be obtained by the applicant prior to COF signature of construction plans. Franchise Utility Company approvals of the construction plans are required prior to COF signature of construction plans. Coordination of construction plan submittal and approval by franchise utilities is the responsibility of the applicant. Projects that involve work within Arizona Department of Transportation (ADOT) right-of-way will require a permit issued by ADOT.

Further Information

For further information regarding construction plan submittal & processing, please contact:

Community Development Division
City of Flagstaff
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Flagstaff, Arizona 86001
928.779.7692